



Policy

Saskatoon & Area - Occupational Health & Safety

Number: 53-027

Title: Physical Hazard: Working Alone

Saskatchewan Employment Act:

OHS Regulation: 35

Date: January 1, 2017

Date Revised/Reaffirmed: May 28, 2018

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Purpose

- To manage the physical and psychological hazards of working alone or in isolated locations
- To ensure the safety of workers required to “work alone”

Definition

- “**Working Alone**” means to work at a worksite as the only worker of the employer, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or an emergency

Roles and Responsibilities

Employer must ensure:

- The need to work alone is eliminated, when applicable and possible
- Workers are providing services in a safe environment. If the situation is perceived to be unsafe and unable to be made safer, employer must ensure workers are not required or permitted to provide services.

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- That in consultation with the OHC all risks associated to the isolation or from working alone will be identified
- All identified risks will be eliminated or reduced
- A means of communication for the staff is provided such as phone access, personal alarms, 2 way radio or cell phones

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line any incidents or near misses in relation to working alone

Orientation & Training

- WAVE™(Workplace Assessment Violence Education) training which includes working alone

Materials

- Appropriate PPE if required

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

May 28, 2018